

Draft Minutes of the Maricopa HOME Consortium Public Meeting
October 18, 2018
9:30 a.m.

Consortium Members Present:

Matt Hess, City of Avondale (telephonically)
Riann Balch, City of Chandler
Melanie Dykstra, Town of Gilbert
Charyn Eirich-Palmisano, City of Glendale
Jaime Gonzalez, City of Peoria
Michele Payakovich, City of Scottsdale
Deborah Perry, City of Surprise
Elizabeth Garcia, City of Tempe
Rachel Milne, Chair, Maricopa County

Others Present:

DJ Gibson, City of Avondale (telephonically)
Renee Ayres-Benavidez, City of Glendale
Buz Essel, City of Glendale
Jamie MacFarlane, City of Glendale
Carissa Cyr, Maricopa County
Regina Marette, Maricopa County
Lina Alam, Maricopa County
Matt Utryo, Maricopa County
Zelia Miranda, Maricopa County
Margy Parisella, SHPO
Erin Davis, SHPO

1. Call to Order

At 9:37 a.m., Rachel Milne, the Chair, called to order the October 18, 2018 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004.

2. Roll Call

Regina Marette called the roll and a quorum was established.

3. Introductions

Members in the room and on the conference call introduced themselves.

4. Margy Parisella & Erin Davis (SHPO)

Margy Parisella and Erin Davis from the Arizona State Historic Preservation Office (SHPO) discussed the process of receiving concurrence from SHPO under Section 106. According to the SHPO representatives, submissions to SHPO must be addresses to the State Historic Preservation Officer, be limited to one page on letterhead, and the submission may be sent electronically. Further, Margy Parisella and Erin Davis requested a return email address on the actual letter, so that each reviewer knows who to respond to. A handout provided lists all requirements necessary when the requests are submitted.

A Responsibility Entity must include only the information requested in the HUD Appendix A, Part III, Historic Preservation. The information includes activities that will involve any ground disturbance, exterior renovations, located in or adjacent to a historic district, and/or the home is at least 50 years old. Define your project and feel free to contact SHPO if

you are not sure if a project review is required. Ground disturbance includes smaller projects such as the removal of or planting of trees.

A Class I inventory record search is completed by SHPO. However on larger projects SHPO may request the jurisdiction to hire a consultant on larger projects when there is a possibility more work is needed.

Regarding Tribal Consultation - the Government to Government Toolkit is available on the SHPO website. It includes a map capable of zooming into project areas. A list will populate with tribes who claim affinity to the area with their contact information.

Programmatic Agreements (PA's) with communities are suggested in order streamline the process and resulting in an annual report submission to SHPO. PAs clarify which activities need to be submitted to SHPO, for example maintenance activities can be outlined in the PA and not submitted to SHPO review unless there is new ground disturbance.

Erin suggested that new water lines will most likely cause ground disturbance and should be approved by SHPO. Pre-clearance is no longer required if a PA exists. It was suggested a HOME Consortium PA would be best to use for HOME activities only. Once a PA is established submissions do not have to be submitted for exterior renovations of homes built less than 50 years ago. Matt Utryo requested clarification from SHPO on the HUD policy in regards to the Appendix A, Part III, #2—"Does the undertaking involve only acquisition and /or minor rehabilitation of a 1-4 unit residential structure that is less than 50 years old AND will involve only interior rehabilitation with no visible changes to the exterior of the structure?" The form previously stated "and/or". Matt asked if SHPO would be willing to review a memo from ADOH which states that the AZ SHPO does not impose the requirement in #2 to satisfy both the age "and" no visible change requirements. Margy stated they would be willing to review this issue.

5. Approval of Minutes (9/20/18)

Rachel Milne called for a motion to approve the minutes of the September 20, 2018 monthly HOME Consortium Public Meeting. Michele Payakovich motioned to approve. The motion was seconded by Melanie Dykstra and passed unanimously.

6. CHDO NOFA timeline and Subcommittee Members

Regina provided the CHDO FY 2019-20 Application Schedule and announced that the CHDO Review Subcommittee is short one person. Rachel suggested Kinari Patel (MAG) be the third member of the review committee even though she is not a member of the Consortium. Rachel asked if there were any objections to an outside party on the review committee. There were no objections. Cities/Towns without a CHDO application in their jurisdiction are encouraged to participate in the review process. Rachel stated that she would ask Kinari if she would participate. However, if Kinari is not able to be on the committee, we would be looking at a consortium member to fill the vacant seat.

7. 3 Year HOME IGA

The County provided the Consortium with a draft copy of the 3 Year HOME IGA that has been approved by the County Attorney. Rachel noted that page 8 and 9 of the IGA has draft language regarding remedial actions of nonperforming/noncompliant Consortium members. Rachel asked the Consortium members to provide feedback from their

attorneys and be prepared to discuss at the January Consortium meeting.

8. Section 3 Business Registry

Rachel announced that the County is interested in creating a Section 3 Business Registry. The Consortium members were asked if they would accept County certified businesses to bid on their projects. The County certifies businesses that are 51% or more owned by Section 3 residents and/or businesses whose permanent, full-time employees are at least 30% Section 3 residents. The Consortium agreed that they would like the County to pursue a Section 3 Business Registry and that it would be useful. Rachel said she would keep everyone updated.

9. Announcements

- Quarterly performance reports were due 10/15
- Maximum per unit subsidy limits have been released
- MBE/WBE report is due to HUD 11/15
- Financials for each jurisdiction were provided
- Riann shared an email from HUD requiring a Disaster Preparedness Plan. Members suggested Riann submit its City Preparedness Plan and to research if the request is a HUD requirement.

10. Call to the Public

The public had no comment.

11. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Jamie Gonzalez and seconded by Deborah Perry. The motion passed unanimously. The meeting was adjourned at approximately 10:38 a.m. The next scheduled public meeting will be 11/15/2018 unless there are no discussion items, in which case it will be cancelled.

Respectfully submitted,

Zelia Miranda
Recording Secretary